

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, April 8, 2014 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

MEMBERS PRESENT: Valerie Leduc, Paul MacDonald, Charlotte Gabrielson and Robert Tetreault

MEMBERS ABSENT:

CALL TO ORDER: The meeting was called to order at 8:35 a.m.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the approval of the March 25, 2014 meeting minutes and dispense with the reading of said minutes.

Motion to approve the minutes of the March 25, 2014 meeting was made by Charlotte Gabrielson and seconded by Robert Tetreault. The vote was unanimous.

APPROVAL OF INVOICES / EXPENDITURES: None

CITIZEN COMMENT: None

OLD BUSINESS:

- 2) Discussion, consideration and action regarding the new job description and proposed wages associated with the custodian position and for its future inclusion in the Classification Plan.

After discussion, Chairman Paul MacDonald asked for a motion to support the Library's proposal for the custodian and move this on to the Town Manager and Town Council for the next step in the process. **Motion** was made by Charlotte Gabrielson and seconded by Robert Tetreault.

- 3) Discussion, consideration and action regarding assurance that all full-time, Library personnel are included in the Classification Plan.

Chairman Paul MacDonald asked for a motion to support the Library's proposed language changes that ensure the titles for the full time positions in the Classification Plan clearly match the actual titles used by the library staff and move this on to the Town Manager and Town Council for the next step in the process. **Motion** was made by Charlotte Gabrielson and seconded by Robert Tetreault. The motion was severally seconded.

- 4) Discussion, consideration and action relative to the Probationary Police Officer proposed changes to the hiring procedure.

Valerie Leduc joined the meeting. **Motion** to accept to the Probationary Police Officer proposed changes to the hiring procedure with a minor change was made by Charlotte Gabrielson and seconded by Robert Tetreault. The motion was severally seconded.

- 5) Discussion, consideration and action relative to the Status of Lists.

Motion to extend the Administrative Aide and Financial Aide list for six months was made by Charlotte Gabrielson and seconded by Robert Tetreault. The motion was severally seconded.

NEW BUSINESS: None

GENERAL DISCUSSION:

6) Review and discuss items proposed for future agendas.

Next meeting will be May 13th at 8:30 a.m. at Town Hall. There was a reminder that the June meeting will be moved to June 4th to accommodate members' schedules.

REQUEST FOR EXECUTIVE SESSION: None

ADJOURN:

Motion was made to adjourn the meeting at 9:45 a.m. by Charlotte Gabrielson and severally seconded.

Chairman, Paul MacDonald

Date

The Town of Burrillville will provide accommodations needed to ensure equal participation. Please contact the Burrillville Town Clerk at least three (3) business days prior to the meeting so arrangements can be made to provide such assistance at no cost to the person requesting it. A request for this service can be made in writing or by calling (401) 568-4300 (voice) or "via RI Relay 1-800-745-5555" (TTY).